

# Foreign Area Officer (FAO) Supervisor's Guide



Headquarters, Department of the Army  
Office of the Deputy Chief of Staff, G-3  
DAMO-SSF

1 December 2002

## TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
1. Introduction	3
2. FAO Program Overview	5
3. In-Country Educational Objectives and Methods	6
4. Supervisor Responsibilities	10
5. ICASS - Embassy Support – Medevac - NEO	13
6. FAO Reports	14
7. FAO Regional Travel	16
8. Hosting Visiting FAOs	19
9. FAO Budget	20
10. FAO Housing	22
11. FAO Property	25
12. MOA Between DIA, DSCA, and U.S. Army	27
13. UCMJ and Force Protection	31
14. Proponent and Assignment Contacts	32
15. U.S. Army Field Support Center	33
16. Frequently Asked Questions	37

## CHAPTER 1 INTRODUCTION

This guide was written to provide you, the in-country supervisor, with a concise desk-top reference for performing your duties as the mentor of an Army FAO conducting In-Country Training in your country. While this guide contains much of the same information the FAO trainee receives in his/her ICT Handbook, it has been formatted with you in mind. We hope it provides clear guidance on what we desire from ICT and how you can help us maximize the experience for the FAO and his/her family.

Many of you are Army FAOs and have come up through our training system. If so, you already have a basic idea of what is expected of you. Others, though, do not have this background to draw on. This may be your first experience dealing with Army FAOs or you may be from another service and, therefore, entirely unfamiliar with our program and how we train. See Chapter 2 for an overview of the Army FAO program.

Regardless of your background, you now have these trainees under your direct supervision or they are visiting your location. You want to do the right thing and ensure that they are properly trained. The 18 January 1991, Memorandum of Agreement (MOA) between the Defense Intelligence Agency (DIA), the Defense Security Cooperation Agency (DSCA) and the U.S. Army (see Chapter 11) is the base document which defines responsibilities for the administration of the Army FAO ICT Program. Like any MOA, it is general in nature and will not answer all of the questions you may have concerning your responsibilities regarding the FAO training program. This guide is intended to supplement the MOA and answer many of those questions.

This is only a guide. You are the expert on the ground that knows best about your country and the surrounding region. While the Army G3 (DAMO-SSF) “owns” the FAO ICT Program, you are our executive agents for the program’s administration and you influence many aspects of the training. The regional program managers in DAMO-SSF are here to work with and support you as you fill this critical supervisory and mentorship role. If, after reading this guide, you have any questions about the “do’s and don’ts” of FAO ICT, please telephone, fax or e-mail the appropriate regional program manager for clarification. Contact information is located on page 33. For additional program information please look up our web site at [www.fao.army.mil](http://www.fao.army.mil).

**Please read carefully Chapter 4, Supervisor Responsibilities. This is the most important area of this guide.**

Generally, we have only one absolute rule and this rule concerns intelligence collection: **NO INTELLIGENCE COLLECTION**. FAO trainees are prohibited from being involved in, or associated with, intelligence collection. The FAO trainee must be very careful not to do anything that could give anyone the **perception** that he or she is involved in any type of intelligence-related activities. Any perception by the host nation that the FAO trainee is involved in such activities will likely lead to the FAO being cut out of school and training opportunities and asked to leave the host country. FAO trainees can report observations but may not respond to intelligence taskings. That is the break point. FAO trainees are not accredited

members of the mission and do not enjoy the legal protection that status provides. Furthermore, any incident along these lines jeopardizes the future of our program in your country. We commit a significant amount of resources to establishing and maintaining ICT sites and we only have enough to support FAO Personnel Management Authorization Document (PMAD) requirements. The loss of an ICT site costs us money and can have a negative impact on our meeting Army manpower requirements for fully trained FAOs.

## **CHAPTER 2**

### **FAO Program Overview**

The Foreign Area Officer (FAO) Program is designed to train and develop officers to meet worldwide Army requirements for regional experts. The FAO Program provides the Army with the skilled officers required for the conduct and analysis of military activities having an economic, social, cultural, psychological or political impact within a specific region of the world. As an attaché, security assistance officer, political-military staff officer, intelligence staff officer or political-military instructor, the FAO can best be described as the Army's "Soldier-Statesman."

FAOs combine professional military skills with regional expertise, language competency and political-military awareness. Their role is to use this unique combination of skills to represent the U.S. Army and advance U.S. interests in a foreign region.

Officers entering the FAO Program must demonstrate exceptional potential for future service and possess an excellent aptitude for foreign language and graduate studies. After company command, newly selected officers are trained in one of the nine FAO regional Areas of Concentration (AOC). The regions are: Latin America, Europe, South Asia, Eurasia, China, Middle East and North Africa, Northeast Asia, Southeast Asia, and Sub-Saharan Africa.

The FAO training program consists of three phases - language studies (normally, conducted at the Defense Language Institute, Monterey, CA), in-country training (ICT), and graduate studies. Each officer is trained in a foreign language, followed by a year of "immersion" training overseas in a country in his/her AOC. While on ICT, the officer is under the supervision of a senior FAO (Defense Attaché, Military Group Commander or Chief, Office of Defense Cooperation). After ICT, FAOs earn a graduate degree in Area Studies or a similar discipline. One or more of these requirements can be waived if the officer already possesses competence in a major regional language, an appropriate area studies degree, or significant experience in the AOC.

In executing the National Military Strategy the importance of the FAO Program is growing. FAOs are a critical component in establishing and maintaining contact with foreign militaries worldwide. In more and more cases, the FAO, while fulfilling the duties of his assignment, will be the principal overseas representative of the U.S. Army and Department of Defense. FAOs are and will continue to be, first and foremost, soldiers whose additional training and experience make them national assets as capable linguists, regional experts and political-military specialists.

### CHAPTER 3

#### IN-COUNTRY EDUCATIONAL OBJECTIVES

**Objectives.** The goal of ICT is for the officer to achieve regional expertise by combining language instruction with firsthand practical experience in the region. Objectives of ICT are to: identify and understand U.S. interests as they apply to countries within the region; improve language fluency; develop a detailed knowledge of the region; acquire a firsthand practical sense of the country and region; and begin the process of building contacts within the region that will provide the officer the means to serve effectively in key political-military positions. Specific educational objectives are divided into eight areas.

a. **Language Proficiency.** Attain professional foreign language ability through daily reading, listening, speaking and writing. Improve DLPT scores at the conclusion of training.

b. **Military.** Know the service capabilities, present leadership, key military contemporaries, operational concepts, and force structure of the host nation's forces. Gain a familiarity of other forces within the region.

c. **Geography and Demography.** Acquire a detailed appreciation for the major physical features of the country and a general appreciation of the key geographic features of the region. Understand spatial relationships of political, cultural/ethnic, economic and transportation structures/patterns in the country/region. Understand matters of demographics, to include ethnic and religious composition, population growth and distribution and their relationship to issues of health, education, and ecology and their impact on the region.

d. **Economic.** Gain a firsthand knowledge of the local economic structures and the key features of the region's economic systems. Understand "informal" economies, as they exist, and the relationship between political and legal systems and the development of foreign investment. Understand the national demands placed upon these economic systems and how the local populations view economic issues.

e. **Culture.** Gain an in-depth understanding of the social, ethnic and religious aspects of the region's cultures and how they impact the economic, political and military policies within the region.

f. **Political and Foreign Affairs.** Know in detail how the region/country functions, both officially and unofficially (who decides what and how), including the mechanics of the bureaucracy in actual practice; know the political leadership. Gain an understanding of the foreign policies of countries in the region; understand sources of commonality and of friction. Know U.S. foreign policy as it pertains to the country and region and the U.S. regional engagement activities to realize them.

g. **Interpersonal Skills/Contact:** Gain the ability to use conversations, news reports, visual observations, and first or second person contacts to form a clear understanding of the local and regional situation when integrated with other background data; develop professional contacts with both military and civilian representatives in the host country and the region.

h. **Country Team Structure and Operations.** Understand the Country Team structure, formal and informal lines of communication and basic organizational structure. Learn how embassies work.

There is no set formula for how a FAO accomplishes these objectives and it is important to note that *no two FAO ICT programs are alike*. Not only are no two of our many ICT programs exactly alike, but where we have multiple trainees each of their training experiences will also differ. Individual backgrounds and interests vary and a FAO's training must be adjusted accordingly.

Ideally, we try to build our ICT program around attendance at a host nation's Command and Staff College level school. This is the case in more than half of our sites, but we also make good use of CAS3 level schools, Advanced Courses and other alternative programs. In each case, the goal is to structure a program that facilitates language immersion, network building and in-depth understanding of the country's/region's cultures. Whenever possible, the program should provide significant exposure to both DAO and ODC operations.

The CSC level schools that FAOs attend as part of ICT are **all** on a non-accredited basis. In other words, where our trainees do attend a host nation CSC, they do not receive MEL 4 credit for the experience. This is important because these schools, or the portions our FAO trainees attend, are not considered equivalent to CGSC at Ft. Leavenworth.

FAO In-Country Training Programs:

Current FAO In-Country Training Programs:

#### **48B - Latin America**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Argentina	Command and Staff College/Advanced Course
Bolivia	Defense Military Liaison
Brazil	Command and Staff College/Advanced Course
Chile	Command and Staff College
Ecuador	Advanced Course
El Salvador	Staff Officer's Course (CAS3 Equivalent)
Guatemala	Command and Staff College/Advanced Course
Mexico	Command and Staff College
Peru	Command and Staff College
Uruguay	Command and Staff College
Venezuela	Command and Staff College/Advanced Course

#### **48C – Europe**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Austria	Command and Staff College
Belgium	CAS3 Equivalent Command and Staff College
Czech Republic	Staff School
Croatia	Command and Staff College
France	CAS3 Equivalent

Germany	Military Visits
Greece	Command and Staff College
Hungary	CAS3 Equivalent
Italy	Command and Staff College Orientation Course
Netherlands	CAS3 Equivalent
Norway	Command and Staff College
Poland	Command and Staff College
Portugal	Command and Staff College
Romania	Command and Staff College/War College
Spain	CAS3 Equivalent

#### **48D – South Asia**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Bangladesh	Command and Staff College
India	Command and Staff College
Pakistan	Command and Staff College

#### **48E – Eurasia**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Estonia	Baltic Defense College
Eurasia	George C. Marshall European Center for Security Studies, Garmisch, Germany

#### **48F – China**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
China	Advanced Language Training, Capital Normal University - Beijing

#### **48G – Middle East/North Africa**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Egypt	Various Military Courses/USDAO Internship
Jordan	Officer Advanced Course Equivalent
Kuwait	OMC Kuwait Internship/Command and Staff College
Morocco	Command and Staff College/ODC internship
Oman	Command and Staff College
Saudi Arabia	USMTM Internship
Tunisia	Advanced Language Training - Foreign Service Institute, USDAO Internship, Command and Staff College
Turkey	Command and Staff College

#### **48H – Northeast Asia**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Japan	Advanced Language Training, Inter-University Center
S. Korea	Language Training - Sogang University/Command and Staff College

#### **48I – Southeast Asia**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Indonesia	Command and Staff College
Malaysia	Command and Staff College
Philippines	Command and Staff College
Singapore	Associate Fellowship, Institute for Southeast Asian Studies (Think Tank)
Thailand	Command and Staff College



Vietnam	Language Training, Hanoi Foreign Language College
---------	---

**48J – Sub-Saharan Africa**

<b><u>Country</u></b>	<b><u>Program Base</u></b>
Botswana	USODC Internship
Cameroon	USDAO Internship/Staff College
Cote d'Ivoire	USDAO Internship
Ethiopia	USDAO Internship
Niger	Embassy Internship
Senegal	USDAO Internship
Zimbabwe	USDAO Internship/Command and Staff College

## CHAPTER 4

### SUPERVISOR RESPONSIBILITIES

As the immediate supervisor of the FAO trainee, you are expected to spend some time working with and training these young officers. Obvious as it may be, it is important to point out that these FAO trainees are your future replacements as Defense/Army Attachés and Security Assistance Officers.

In support of FAO ICT, the MOA between DIA, DSAA and U.S. Army lays out eleven specific tasks for which you, the FAO supervisor, are responsible. Please do not be intimidated by this task list. Most of the items on it take little time and can be accomplished with equally little effort. Others, though, will take some time on your part and all are important in ensuring a well-rounded training experience.

The following are the tasks laid out in the base MOA with additional information provided. Coordinate with the regional program manager at DAMO-SSF on all matters pertaining to the FAO ICT Program or trainee.

**1. Help us shape a meaningful ICT experience for the FAO.** While there is no “approved solution” for ICT, we prefer to see our trainees involved in immersion activities that force them to build on language skills, knowledge of the host nation military, U.S. foreign policy and regional engagement activities. Host nation military schools are one frequent avenue to this objective. These courses should be limited in duration to permit a FAO to conduct regional travel. A course length of 4 to 8 months for a 12-month tour is ideal. If such an arrangement is not possible, we encourage you to develop activities to facilitate the immersion experience that is vital to effective ICT.

**2. Assist, guide and mentor FAO trainee.** The FAO trainee comes to you with a basic language background and, in a few cases, a graduate degree in regional studies (those that do not get Advanced Civil Schooling prior to ICT get it immediately afterward). As the regional/country expert on the ground, and as senior FAOs, we need you to assist and guide the trainee in learning the important aspects of the histories, economics, politics, geography and cultures of the region. We ask you to:

a. Coordinate individual training programs with the trainee, the host-nation, and the appropriate regional program manager at the FAO Proponent Office. ICT FAOs are required to develop a Program of Instruction (POI) and submit it to their regional program manager at DAMO-SSF within 30 days of arrival on station. The trainee develops a POI, with your guidance and input, which defines the training objectives for his or her time in country. After you approve the program, it is returned to us for final review and approval.

b. Assist in obtaining comprehensive country team briefings/ orientations in the host nation. Trainees need to make a complete round of office calls in their embassy and get briefings from all relevant sections. Additionally, you should make sure that, at a minimum, visiting

trainees receive briefs from DAO, SAO, Economics, Political-Military, and Regional Security sections at your embassy.

c. Review, critique and forward trainee reports, e.g., individual POI, trip reports, mid and end-of-tour reports and local SOP to DAMO-SSF. Chapter 6 gives further details on format, content and distribution of trainee reports. Please take a particular interest in all FAO trip reports. These reports help us assess how the trainee is progressing on meeting his objectives, as stated in the POI. More importantly, they are *the* tool in developing a FAO trainee's writing and analytical skills that are so important in later FAO utilization assignments. Understand also that we invest substantial resources in ICT travel. Trip reports are the only visible means we have to track the progress of our trainees. They must be done.

d. If possible, have the FAO trainee demonstrate improved language proficiency by taking the DLPT at the conclusion of ICT, between 30-60 days of PCS. Ensure test date allows enough time for the grading and receipt of test scores for inclusion in the OER. The Attaché Management Division, United States Army Field Support Center (USAFSC) can send testing materials to an appointed test proctor on site. That individual will be authorized to administer the DLPT at your location. Upon completion, the proctor sends the results directly to USAFSC for processing.

e. Include trainee and family in embassy, USDAO and SAO social functions/activities, as appropriate. Trainees need to be exposed to some of the formal entertaining that is done at the embassy level, but are not, nor should they be treated as, regular members of the "embassy circuit."

**3. Do not use trainee for purposes other than training.** The ICT program is not a source of manpower. Our trainee is there to train, not to serve as an additional action officer. They are not accredited members of the Diplomatic Mission and cannot be used as an assistant attaché or security assistance officer. ICT FAOs can be used for projects as time permits, but the majority of their time and effort must be dedicated to their training. Any tasks or collateral duties the trainee performs should not interfere with his/her ability to accomplish the stated POI objectives; in fact, they should *contribute* to their attainment.

**4. Serve as rater and senior rater for the trainee IAW AR 623-105.** It is crucial that we maintain valid rating chains for our FAOs and that we counsel and rate them properly.

a. Wherever possible it is best to keep the rating chain in-country. Preferred FAO rating schemes in order are:

- (1) FAO rated by the AARMA, senior rated by the ARMA;
- (2) FAO rated by ARMA, senior rated by DATT (other service);
- (3) FAO rated by Regional Program Manager (DAMO-SSF), senior rated by ARMA;
- (4) FAO rated by ARMA, senior rated by Chief of Proponent (DAMO-SSF).

b. Complete administrative data on the OER Support Form (DA Form 67-9-1) with a duty title of “Foreign Area Officer” and an appropriate duty description. A good example follows:

Foreign Area Officer assigned to [organization], [country]. Develops and executes a program of instruction aimed at developing regional expertise in political, economic, cultural, and geographic dynamics. [Next line applies to those FAOs attending a host nation military course] Attends the [name and location of course]. Plans and conducts extensive orientation travel and visits throughout the region and produces cogent trip reports as a primary means of gaining this expertise. Manages an In-Country Training site, to include property, a site SOP, and historical files; manages and executes a budget of [dollar amount]. [As appropriate] In support of [organization] as required also performs duties as [any collateral duties].

**5. Ensure a viable sponsor program is in effect.** The out-going trainee should sponsor the incoming trainee. While this officer should do most of the “leg work” here, you can certainly monitor this critical task. Start by ensuring your FAO keeps both the FAO Proponent and the FAO Office at DLI current with the latest CLO welcome packet, Post Report, local FAO ICT SOP and other information that enables the FAO family to prepare for ICT. The process of sponsoring the next trainee should begin shortly after the current trainee arrives. As these are not normal post assignments, the incoming family will need much more information than usual. Please have the FAO pay particular attention to school registration time requirements for incoming families with school age children.

**6. Assist trainee in acquiring adequate housing, medical and family support.** Trainees should not be part of the embassy’s housing pool except where local security conditions or housing availability requires such. Ideally, in support of our objective of cultural immersion, FAOs should utilize OHA or program funded high cost leases to locate themselves within the local population and away from diplomatic housing areas. FAO leases, whether OHA or program funded, should be reviewed by GAO and quarters should be inspected by DAO representative and RSO. As needed, FAO families should be included in medical and family support service plans and this should be included in the FAO’s ICASS agreement.

**7. Include trainee and family in emergency/contingency plans.**

**8. Review the International Cooperative Administrative Support Services (ICASS) Agreement.** ICASS provides for the basic support required by our trainees in-country. ICASS services include, but are not limited to, mail (APO/FPO/Pouch), medical, fiscal, vehicle repair, consular, transportation and personnel support. For further information on ICASS, see Chapter 5.

## **CHAPTER 5**

### **ICASS / EMBASSY SUPPORT / MEDEVAC / NEO**

The State Department bills the FAO program to operate out of embassies just like any other agency. The senior FAO at your location must review any proposed ICASS documents and/or budget invoices that come your way. DAMO-SSF is the approving authority for FAO ICASS at all ICT sites. The FAO ICASS account is separate from the DAO and/or the ODC. The Army account that we are under is entitled: 2105.2 ARMY-HQDA, DCSOPS STRATEGIC LEADERSHIP DIVISION.

The FAO Proponent Office, DAMO-SSF, needs to see anything that a FAO is asked to sign regarding ICASS, for example, the “Invoice by Agency (Target Budget) for FYXX” and the “Department of State – ICASS Specific Expenses Invoice by Agency for FYXX” spreadsheet. The senior FAO on-site is required to fax a copy of the final version that has been negotiated to DAMO-SSF for Proponent review and approval prior to signing. After review, DAMO-SSF will instruct the senior FAO to sign the document. Normally the senior FAO at each site signs the final documents. If the FAO is out of the net, a DAO/ODC rep may fax it to DAMO-SSF and sign once approval has been given. Turn in the invoice to the embassy finance office, give copies to the senior FAO, and forward a signed copy back to DAMO-SSF.

The most important thing to remember about the FAO Program and ICASS is that FAOs are not “full time” members of the embassy and therefore should ONLY receive such support as is needed to accomplish the mission. Take the time to carefully review all ICASS agreements with your senior FAO and make sure that the Army FAO program is not being charged for services that we do not require. If the FAO is “remote sited” at a foreign school or similar situation, he should receive only essential services and at the lowest capitation rates.

Another area of support about which we frequently receive questions is the emergency evacuation of FAOs and their family members. The bottom line on evacuations is that you handle the evacuation of a FAO and his or her family exactly as you would that of any other member of your office. In the case of a medical emergency, the funding will come from the supporting regional military hospital, the same as for all military personnel and their families. In the case of a Department of State or CINC related evacuation, the FAO and their families are again handled like any other member of your office. In this regard, please ensure the FAO and their family are part of the embassy’s NEO plan.

## **CHAPTER 6**

### **FAO REPORTS**

FAOs are required to submit various reports throughout their year of in-country training. Three of these, the Program of Instruction (POI) and the Mid-Tour, and End of Tour Reports, are one-time only reports. The Trip and Monthly Obligation Reports are recurring reports. Sites that have FAO vehicles will also have to produce vehicle reports. A brief discussion of the format and content of these reports follows.

1. **POI Report.** The POI should be submitted to DAMO-SSF within the first 30 days of ICT. It is a tool through which you and the FAO trainee define what he/she will set out to accomplish during training. In most cases, much of the POI will be built around a host nation military school or advanced language training program, but, regardless of the base, there is room for a good deal of trainee and mentor input in all ICT programs. The POI is a flexible document that sets initial goals. The POI is written in standard military memorandum format, through you, for DAMO-SSF. A copy of the POI should also be sent to the FAO Coordinator at DLI, Monterey for inclusion in the FAO reference library there. A complete description of the POI Report is at Chapter 3, FAO ICT Guide.

2. **Mid-Tour Report.** The Mid-Tour Report should be submitted to DAMO-SSF half way through the ICT period in the same memorandum format as the POI. The Mid-Tour Report is a tool used to review the trainee's progress, make adjustments to the POI and bring up major issues related to the ICT program. A copy of the Mid-Tour Report should also be sent to the FAO Coordinator at DLI, Monterey for inclusion in the FAO reference library.

3. **End-of-Tour Report.** The End-of-Tour Report should be submitted to DAMO-SSF prior to the FAO trainee leaving ICT. It is written in the same memorandum format as the POI and Mid-Tour Reports. The End-of-Tour Report should focus on what the trainee accomplished during ICT and recommendations for adjustments to the ICT program. Just as the POI is a great tool for use in developing the FAO's OER Support Form, the End-of-Tour report is a good tool for the rater / senior rater to use when conducting the final OER counseling. A copy of the End-of-Tour Report should also be sent to the FAO Coordinator at DLI, Monterey for inclusion in the FAO reference library.

#### **4. Trip Reports.**

(a) Trip reports are required for all FAO travel conducted with FAO Program training funds. Trips are built around defined learning objectives and these learning objectives are the focus of the report. They are written in memorandum format for you and for the appropriate regional program manager in DAMO-SSF. Normally, we should receive reports not later than 30 days after the conclusion of the travel. If the trip report requires significant work and the FAO will need to re-write the paper, please have the FAO send the FAO Proponent Office an interim electronic report, so that we know that work is progressing.

(b) The purpose of the trip report is (1) to track the officer's progress in achieving the objectives described in his/her POI, (2) to provide historical data, (3) and to develop the officer's

writing and analytical skills. **Trip reports are analytical in nature.** They should not be written as travel guides nor should they be catalogues of statistics that are readily available in reference books. Also, the trip report is individual work – FAOs traveling together cannot submit combined reports.

(c) A copy of the trip report should also be sent to the FAO Coordinator at DLI, Monterey for inclusion in the FAO reference library. A copy should also be provided to the DAO of the country discussed in the report.

5. Monthly Budget Reports. The FAO is required to submit a budget report to DAMO-SSF every month that includes copies of all TDY orders, claims, vouchers and receipts. The budget report for a given month must be to DAMO-SSF by the last day of the following month. The pre-formatted report form is provided with the quarterly obligation authority memo and should be locally reproduced. In the event the budget report cannot be sent in time to reach our office by the end of the month, **ONLY** the pre-formatted report summary should be faxed to DAMO-SSF. Negative reports are required.

6. Vehicle Maintenance Report. This report verifies that maintenance inspections and services have been accomplished and communicates the overall status of the vehicle. Use the worksheet in the ICT Guide to complete all of the requirements for this report. The Vehicle maintenance Report is due with the semi-annual hand receipt update on **15 April** and **15 October**. A qualified mechanic at the ICT site must complete the report (e.g. embassy GSO mechanic or civilian garage with a proven track record). The FAO may fax or mail the report to the FAO Proponent Office at the same time the hand receipt is updated.

(2) **Annual Commercial Design Motor Vehicle Requirements Review Report (DA Form 1577).** For this report, the FAO will need to submit the make and model of the vehicle, year, current odometer reading and a few other pieces of information. The data is due on **15 April** of each year. The information is critical. FAOs use the worksheet in the ICT Guide to complete all of the requirements for this report. All of the FAO vehicles are rolled up into one report that goes to the Tank-automotive and Armaments Command (TACOM) with our priorities for new vehicle purchases. Unless we have good info, it's hard to justify new vehicles. Money is tight and we have to make a good case that our fleet is old and heavily used.

(3) **Federal Automotive Statistical Tool (FAST) Report.** This report goes through TACOM to the Department of Energy and the General Services Administration to show how much the FAO program has been using its vehicles and what costs the vehicles are incurring. This report is due on **15 October** of each year. The FAOs use the worksheet in the ICT Guide to complete this report. The FAOs must keep this log sheet in the vehicle and update it each month. At the end of the FY, the FAO will have all of the data needed to crunch the final numbers and complete the report before faxing it in to DAMO-SSF.

## CHAPTER 7

### FAO REGIONAL TRAVEL

Regional travel is intended to give the FAO first-hand experience and expertise within their Area of Concentration (AOC). You, as the FAO Supervisor, will work with your FAO(s) to develop a comprehensive travel plan within existing time and funding constraints. The amount of regional travel FAOs get varies with each ICT site. In some ICT locations, the FAOs do not attend host nation schools and the basis of their training is mainly travel. In other locations, the FAO may be in school for the majority of their ICT time. Regardless of the situation, the key to building a successful travel plan is prioritization.

The enclosed tables establish prioritized countries, by region, which reflect current U.S. regional interests and the degree to which those countries influence their region. These regional travel priorities were established by DAMO-SSF in conjunction with the Office of Secretary of the Army, Under Secretary for International Affairs, Regional Integration and Assessment Division (SAUS-IA-IPR).

Each region is divided into as many as four tiers. While the tiers are prioritized, the countries within them are not. Moreover, influential countries from outside the region are often in higher tiers than countries within a region. For example, China is in Tier 1 for the Northeast Asia region (48H) because of its overwhelming influence within that region. Additionally, just because a country is given a high priority does not mean that a FAO should travel there. For example, while the UK is a Tier 1 country within the European AOC (48C), it is culturally very close to the U.S. and travel funds would be better used elsewhere. Due to the dynamic nature of international relations, FAOs should use this list as a guide and make necessary changes after coordinating with you.

A few notes on the trips themselves:

1. The FAOs themselves should do everything in preparation for their travel to include flight and hotel reservations, sending out country clearance requests and any other coordination that may be required.

2. **Preparation is vital to successful travel.** FAOs should never travel anywhere without specific learning objectives for the trip. To help a FAO maintain a regional focus, we recommend he/she track issues throughout the region vice looking at new issues with each trip. Once trainees develop objectives, they structure an itinerary to enable them to accomplish these tasks. FAOs should not do this in a vacuum; they should contact their host agency (normally the FAO or the DAO) in country to get feedback on an itinerary early in the planning process.

3. Quality trip reports are important. Developing solid writing and analytical skills is vital to an officer who will one day serve as an attaché, a POL-MIL officer, or an analyst. They are also important for a security assistance officer or instructor. The trip report is the primary training tool in developing these skills. They also reveal how a trainee is accomplishing his/her training objectives as stated in the POI. Finally, the lessons learned contained in these reports help follow-on trainees plan their trips.



Lastly, please remember that all FAOs are first and foremost regionally oriented. FAOs who limit their regional travel to their country of assignment, or only visit the countries immediately adjacent to their ICT site, are not getting the regional exposure they will need for future service.

#### Latin America (48B)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Argentina Brazil Chile Colombia Mexico	Bolivia Ecuador Guatemala Peru Venezuela	El Salvador Honduras Nicaragua Panama Paraguay Uruguay	Costa Rica Dominican Republic	Belize Caribbean Islands Easter Island French Guyana Galapagos Islands Guyana Malvinas Islands Patagonia Suriname Tierra del Fuego

#### Europe (48C)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Belgium Czech Republic France Germany Hungary Italy Poland United Kingdom	Bosnia Croatia Greece Macedonia Romania Serbia Slovakia Turkey	Albania Austria Bulgaria Denmark Netherlands Portugal Slovenia Spain	Finland Ireland Luxembourg Norway Sweden Switzerland	Cyprus Estonia Iceland Latvia Lithuania Moldova Morocco Russia Ukraine

#### South Asia (48D)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Bangladesh India Pakistan	Afghanistan Nepal Sri Lanka	Bhutan China (Tibet)		Maldives

#### Eurasia (48E)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Russia Ukraine	Belarus Kazakhstan Turkmenistan Uzbekistan	Armenia Estonia Georgia Latvia Lithuania Moldova	Azerbaijan Kyrgyzstan Tajikistan	

### China (48F)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
China Hong Kong Taiwan	Japan Korea Mongolia N.E. Russia	Burma India Pakistan Singapore Thailand Vietnam	Indonesia Kazakhstan Kyrgyzstan Malaysia Philippines Tajikistan	

### Middle East/North Africa (48G)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Egypt Greece* Israel Jordan Kuwait Saudi Arabia Syria Turkey	Bahrain Lebanon Morocco Qatar Tunisia United Arab Emirates	Mauritania Oman Yemen		Algeria Iran Iraq Libya Sudan Armenia* Azerbaijan* Georgia* Cyprus*

### Northeast Asia (48H)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Japan Korea	China N.E. Russia Taiwan			

### Southeast Asia (48I)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Indonesia Malaysia Philippines Singapore Thailand Vietnam	Burma Cambodia Laos	China Taiwan		

# Sub-Saharan (48J)

Tier 1	Tier 2	Tier 3	Tier 4	Proponent Approval Required
Dem Rep of Congo Ethiopia Kenya Nigeria Senegal South Africa	Angola Botswana Cameroon Ghana Ivory Coast Mozambique Zimbabwe	Burkina-Faso Burundi Central African Republic Guinea Mali Niger Rwanda Tanzania Uganda Zambia	Cape Verde Chad Congo Djibouti Eritrea Gambia Guinea-Bissau Lesotho/ Swaziland Madagascar Malawi Namibia Rwanda Somalia Togo/Benin	Comoros Liberia Mauritius Seychelles Sierra Leone Somalia

\* Travel priority for Turkish 48Gs only.

## CHAPTER 8 HOSTING VISITING FAOS

You will from time to time have FAO trainees from other countries in your region, and in some cases from other regions, request to visit your country. **Country visits are the backbone of the regional orientation FAOs receive.** Visit requests should not be denied unless there are overriding security concerns or events, such as a VIP visit, that preclude your ability to support the visit. Before you request that a visiting FAO reschedule a trip, please take into account that many FAOs have very limited travel opportunities. Due to school commitments many ICT trainees have, this may be their only chance to visit your location.

Ideally, your on-station FAO should sponsor the visiting FAO and take care of any arrangements that need to be made. If you do not have a FAO on station, then we ask you support the visiting FAO to the extent you can within the parameters of your mission.

Whenever possible, traveling FAOs should make a country's capital, and the U.S. Embassy there, their first stop in a country. The embassy visit helps to focus the FAO's time in country and the briefings they receive are an important piece of their research on the country. They are also important from a force protection point of view. At a minimum, visiting FAOs should be scheduled for briefs with the DAO/SAO, the Economics, Political-Military sections and the Regional Security Office. Additionally, any host nation access you can arrange such as unit or industry tours will be greatly appreciated.

As the expert on your country, you will also likely be asked to assist in making hotel reservations or in directing the FAO to hotels at or below per diem rates. Your help with hotels and in guiding the FAO to the important things to see in your country is critical in helping to hold down the costs of the FAO travel program.

## CHAPTER 9 FAO BUDGET

FAOs often have misperceptions about our budget because they assume it works like yours. This chapter should give you an idea of how our budget functions. All trainees receive a detailed briefing when they see us TDY en route overseas and an expanded version of this chapter in their ICT Guides.

We only control one “kind” of money in our program – training (P32).

We receive our funding quarterly. Because of decrements imposed by the Army budget staff and other funding adjustment decisions, we often do not receive our funds in time to avoid interruptions in resource allocation to our FAOs in the field. This is particularly true at the end of each fiscal year. If the Army is functioning under Continuing Resolution Authority, FAOs on ICT can travel with prior approval from the FAO Proponent Office.

DAMO-SSF receives budget allotments for each fiscal year and provides appropriate obligation authority to each FAO ICT training site based on our assessment of comparative travel costs, time each FAO has to travel, and the desires of the FAO (as stated in the POI).

DAMO-SSF programs for and manages funds for FAO In-Country Training (ICT) and the Family Housing Program (FHP). Specific funds that we budget for are:

1. **Program 323752**: Funds training/travel expenses in fulfillment of FAO ICT objectives. Additionally, these funds cover FAO conferences, support services, vehicle maintenance, office supplies and equipment and security guard services, where required.
2. **Program 325795**: Funds expenses and related services for official long distance telephone calls, postage and base communications.
3. **Program 194110**: Funds government overseas leased housing expenses at selected FAO ICT sites to include utility costs, interior and exterior maintenance expenses, limited housing furnishing in accordance with the Common Table of Allowances (CTA) 50-909 and minor alterations not provided by the landlord. DAMO-SSF **does not** fund such items as private fences, flower pots, house plants, china, silverware, linen, microwaves, toaster ovens, sheets, drapes, coffee pots, etc.

Two distinct phases define the annual budget process:

1. Formulation Phase (May-July). During this period, DAMO-SSF provides guidance and other pertinent information related to estimating the dollar requirements for all FAO training programs for the following fiscal year (FY). Each ICT site is required to submit a consolidated funding estimate at this time. Budget projections are submitted by program and element of resource (EOR) and are broken down and prioritized by quarter.

2. Execution Phase. This phase includes the period of the budget appropriation, 1 October - 30 September, for all FAO-related programs. FAOs receive obligation authority on a quarterly basis both by message and DA Form 3971. The DA Form 3971 is used to delegate specified obligation authority from DAMO-SSF to the individual FAO/Senior FAO acting as the funds manager for the FAO training site. This authority cannot be further delegated. Additionally:

a. Funds cannot be transferred from one EOR to another without approval from DAMO-SSF.

b. Unobligated funds from one quarter are added to the subsequent quarter's program ceilings, but **cannot**, under any circumstances, be reprogrammed for use in the next FY.

c. Funds authorized for use under one program **cannot** be switched to another program. For example, an excess of funds in P323752 may not be transferred into P194140 to cover an unexpected shortfall.

In the course of obligating their authorized funds, FAOs must request further authorization from DAMO-SSF, in writing, before purchasing durable and non-expendable items which will remain on station such as housing furniture/appliances, office equipment, etc. If there is any doubt about whether an item is authorized or not, they must contact DAMO-SSF before purchasing the item. The following expenses are **NOT** funded by FAO budgets:

1. Transportation expenses (gas, taxis, buses, etc.) between residence and place of duty.
2. Dependent travel expenses.
3. Personal services, such as maid/housekeeping, gardener and chauffeur services.
4. Items that will be retained by the FAO for their personal use following ICT. The purchase of items that will remain on station, such as government leased housing furniture or office equipment, must be authorized by DAMO-SSF prior to purchase.
5. Personal conveniences such as taxis (except in conjunction with official travel), personal entertainment or recreation, cleaning of personally owned drapes and carpets, freight costs for personal items, shipment of household goods and POV, private postage or private telephones and petty cash.
6. Internet connection fees.
7. Cell phones, unless required in writing by the DAO / RSO for force protection requirements.
8. Representational funds.
9. **Travel on blanket travel orders is not authorized for FAO trainees.**

## **CHAPTER 10**

### **FAO HOUSING**

FAOs on ICT live in a variety of circumstances, depending on their site location. Normally, FAO trainees live in leased housing on the local economy. When necessary, they live in quarters provided by a host nation or those leased from an embassy housing pool.

Usually, DAMO-SSF provides funding only for quarters leased through an embassy housing pool. We have authority from the Corps of Engineers to authorize obligation of funds for government overseas leased housing at FAO training locations where the cost falls below the Congressionally imposed ceiling (currently \$20,000/year). This ceiling includes cost of the annual lease as well as utility and maintenance expenses related to the family housing unit. In those locations where leased housing is not provided, allowances are provided under the Overseas Housing Allowance (OHA) program.

Annual leases of \$20,000 and above must receive Congressional approval before the housing is occupied. Such requests should be directed to DAMO-SSF. Congressional approval requires 60-90 days, so the earliest possible submission of the high cost government lease request is strongly encouraged. All requests for new government leased housing must include a message (example on page 24) with all relevant information included. This message must be sent to DAMO-SSF. Additionally, the type of currency and rate of exchange effective at the time of the application, as well as any known initial occupancy requirements, must be included in the message.

DAMO-SSF also has the authority to provide family housing funds to offset anticipated start-up expenses, e.g., painting and upgrade of the quarters, purchase/replacement of furniture/appliances, etc. (not to exceed 25% of annual rent). Approval of furniture purchase and transportation at government expense are authorized normally in areas where the length of the FAO training tour and inability to obtain timely receipt of household goods shipments support such a determination. Requests for family housing funds should be forwarded to DAMO-SSF with documented substantiation of the requirement to include name of item along with cost.

In general, FAO sites that anticipate a requirement for new government leased housing, should contact DAMO-SSF as early as possible to obtain a clarification of current guidance and specific budgetary considerations.

FAO trainees at most FAO training sites reside in private leased housing, paid for with the officer's BAQ and Overseas Housing Allowance (OHA). The Per Diem, Travel and Travel Allowance Committee determine OHA for a given location. OHA is similar to the Variable Housing Allowance (VHA) used in CONUS providing a variable additional monthly allowance for housing expenses based on local costs. OHA also includes allowances for average utility and recurring maintenance costs as well as moving out expenses.

Officers should submit requests for adjustments to the OHA directly to the Per Diem, Travel and Transportation Allowance Committee, Hoffman Bldg. #1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

Requests for OHA are processed with the Finance and Accounting Office (F&AO) servicing the student. The F&AO will require the following information to process requests for OHA:

1. Amount of rent paid and type of currency (foreign or U.S.) in which rent is paid.
2. Utility costs (note whether included in rental expense).
3. Member is with or without dependents.
4. Member is legally separated or divorced and paying alimony and/or child support.
5. Member is sharing quarters with other service members and number of other service members.
6. Date of occupancy or change of privately leased quarters.
7. Copy of lease agreement (English translation).



SUBJECT: REQUEST FOR STATE DEPARTMENT HIGH COST LEASE APPROVAL FOR  
FAO QUARTERS

1. THE FOLLOWING ADDITIONAL INFORMATION IS PROVIDED IN SUPPORT OF REQUEST FOR  
HIGH-COST LEASE APPROVAL IN \_\_\_\_\_.

A. POSITION: NORMALLY ASSIGNED TO UNIT: ARMY FOREIGN AREA OFFICER

B. NORMAL GRADE FOR POSITION(S):

C. INTENDED INCUMBENT:

- 1. NAME:
- 2. GRADE:
- 3. END OF TOUR:
- 4. ORGANIZATIONAL ASSIGNMENT:
- 5. DUTY STATION:
- 6. DEPENDENTS (OTHER THAN SPOUSE):
- 6B. SEX: MALE (AGE), FEMALE: (AGE)

D. EXECUTIVE AGENT FOR LEASE:

E. REASON FOR LEAVING:

OTHER: UPON COMPLETION OF IN-COUNTRY TRAINING, OFFICER IS REPLACED BY NEW  
TRAINEE-UNDERLAP MINIMIZED.

F. PROPERTY TO BE LEASED:

ADDRESS:

G. DESCRIPTION:

- 1. GROSS SQ FEET:
- 2. NET SQ FEET:
- 3. NO. OF BEDROOMS:
- 4. NO. OF FULL BATHS:
- 5. NO. OF HALF BATHS:
- 6. DETACHED: ( ) HIGHRISE: ( ) DEPLEX'D: ( )

H. DISTANCE FROM NORMAL WORK SITE:

- 1. MILES:
- 2. MINUTES:

I. LEASE TERMS:

- 1. FROM / / TO / /
- 2. OPTION TO RENEW LEASE (YES/NO):

J. COSTS:

- 1. BASIC RENT \$
- 2. ESTIMATED UTILITIES \$
- 3. ESTIMATED MAINTENANCE \$
- 4. OTHER COSTS: \$
- 5. TOTAL COSTS: \$
- 6. ARE THERE PROVISIONS FOR AUTOMATIC COST INCREASES? (YES/NO)
- 7. INITIAL GET READY COSTS:

K. CERTIFICATION OF APPROPRIATIONS AND COMPARABILITY: THIS IS TO CERTIFY THAT I  
HAVE PERSONALLY DETERMINED THAT THE LEASED QUARTERS INTENDED FOR OCCUPANCY BY  
( ) ARE NEITHER OSTENTATIOUS NOR TOO LARGE AND THAT THIS DETERMINATION HAS BEEN  
CONFIRMED BY ( ) ADMINISTRATIVE OFFICER, AMERICAN EMBASSY. ALSO, I HAVE  
DETERMINED THAT (1) THESE QUARTERS WILL BE COMPARABLE IN SIZE AND COST TO THOSE  
OCCUPIED BY EMBASSY PERSONNEL OF EQUAL OR SIMILAR STATUS. (INITIAL) (RECURRING)  
ADVANCE RENTAL FOR ( ) MONTHS (IS) (IS NOT) REQUIRED BY (LAW) (CUSTOM) OF THE  
COUNTRY.

2. YOUR IMMEDIATE ATTENTION TO THIS REQUEST IS GREATLY APPRECIATED.

## **CHAPTER 11**

### **FAO PROPERTY**

The FAO Program maintains an extensive amount of property worldwide, ranging from non-tactical vehicles to household furnishings and office automation equipment. Because all of this property is on our property book and sub-hand receipted to more than 50 locations around the world, we naturally have problems with accountability and misuse of some of this property.

The single most important thing to know about the FAO property is that we do not have funding for durable or non-expendable items. We control only our FAO Training (P32) funds and these funds cannot go to purchasing property. Requirements such as furnishings and appliances must be charged to FAO Family Housing (P19) funds. We must receive Army Housing Board approval for property purchases (other than expendables), so FAOs must receive our approval before ordering these items. All other charges, language training, vehicle repairs, security services, etc., come out of P32 funds.

As the FAO supervisor, we wish to highlight two areas where we need your support.

#### **1. FAO Vehicles.**

We maintain a fleet of wheeled vehicles around the globe, most of them in sites in developing countries. We acquired most of these vehicles through the Army Non-Tactical Wheeled Vehicle Program, managed by TACOM. We do not have funding to purchase vehicles. TACOM gives us 2-4 new vehicles a year, and, with our OPTEMPO, our need for new vehicles far outweighs our resources. The best source of replacement vehicles is often you. If your office has a vehicle that you are getting ready to turn in, and it is still in good working order, we ask that you make it available to the FAO for a one-to-one swap. This will keep a roadworthy vehicle on site until we can replace it with a new one.

**FAO vehicles are Government vehicles.** *They are provided solely in support of in-country and regional travel. Help us police the FAO Vehicle Program by ensuring that FAO vehicles are only used for official purposes.* They are not provided to meet the daily transportation needs of FAOs or their families. Use of the vehicle for commuting to and from the FAO residence or the embassy and a military school does not meet the intent of the program. Unless an ICT site is authorized Duty-to-Domicile use of the vehicle(s), the FAOs must make use of local transportation assets. Duty-to-Domicile can only be authorized by the Secretary of the Army, must be renewed every 90 days and will only be authorized in response to a direct security/threat situation. Finally, FAO vehicles should not be used to conduct DAO or SAO business. Since all operating costs come out of our training budget, we simply cannot allow otherwise. If you are sending the FAO on a DAO/SAO business, it is best that the FAO utilize your transportation assets.

**2. Hand Receipts (DA Form 2062).** FAOs are required to submit signed and dated hand receipts to DAMO-SSF semi-annually, on 15 April and 15 October, as well as any time there is a

change of hand receipt holder or addition/deletion of property. We would appreciate your help in ensuring the timely submission of hand receipts. **If a FAO departs before his/her replacement arrives, we ask that you ensure someone assume responsibility for our site property until the incoming officer arrives.**

## CHAPTER 12

### **MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE DEFENSE INTELLIGENCE AGENCY (DIA), AND THE DEFENSE SECURITY ASSISTANCE AGENCY (DSAA), AND THE U.S. ARMY**

SUBJECT: U.S. Army Foreign Area Officer (FAO) In-Country Training (ICT) Program

1. Purpose. To define tasks and responsibilities for U.S. Defense Attaché Office (USDAO), Security Assistance Office (SAO), and HQDA, Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), (DAMO-SSF) support to the FAO ICT Program.

2. Supersession. This MOA supersedes Memorandum of Understanding, HQDA, OACSI, 13 Mar 81, subject: Foreign Area Officer (FAO) Program.

3. Scope. This MOA is applicable to DIA, DSAA, and HQDA support of the U.S. Army's Foreign Area Officer In-Country Training Program.

4. Background.

a. The purpose of ICT is to provide Foreign Area Officers the opportunity to acquire regional expertise by combining previous language and graduate schooling with firsthand practical experience in a designated region of the world. The ultimate objective is to train Army officers to perform effectively in key political-military positions.

b. FAOs serve worldwide as politico-military staff officers in OSD, the Department of State, the Joint Staff, unified and specified commands, the Defense Intelligence Agency, the Defense Security Assistance Agency, the Army Staff, and Army MACOMs. FAOs also serve as security assistance officers, Defense and Army attaches, and as politico-military instructors at Army and DOD service schools.

c. Individual ICT objectives include enhancing skills in language proficiency, military knowledge, geography, economics, socio-cultural understanding, political awareness, and interpersonal skills/contacts.

d. FAO ICT trainees are assigned for administration to one of the following organizations, depending upon the officers' designated regional area of concentration:

(1) U.S. Army Security Assistance Administration Latin America (USASAALA), Ft. Clayton, Panama; *(This organization no longer exists.)*

(2) Institute of Eurasian Studies (IES), Garmisch, Germany;

- (3) U.S. Army Field Support Center (USAFSC), Ft. Meade, MD;
- (4) U.S. Army Support Center--Hawaii (USASCH), Ft. Shafter, HI;  
*(Responsibility transferred to FSC, Ft. Meade.)*
- (5) USARJ/IX Corps, Camp Zama, Japan; and,
- (6) U.S. Army Eighth PERSCOM, Seoul, Korea.

e. FAO Regional Coordinators, who provide oversight of FAO training within their AOR, are established as follows:

- (1) International Military Affairs Division (IMA), US Army Pacific Command, Ft. Shafter, HI; *(This organization no longer involved in FAO training.)*
- (2) Coalition Warfare Division (AFRD-DTC), US Army Central Command, Ft. McPherson, GA; and,
- (3) US Army Security Assistance Administration Latin America (LOSA-SA-PP), Ft. Clayton, Panama. *(This organization no longer exists.)*

## 5. Agreements.

a. FAO trainees are attached for training to the USDAO or SAO within a designated country for the specific purpose of successfully achieving in-country training objectives.

b. Implementation of new ICT programs, or changes to existing ones, will be coordinated among DAMO-SSF, the USDAO/SAO, and DIA/DSAA, as appropriate.

c. FAO trainees minimize administrative burden on the USDAO/SAO by preparing their own ICT-related reports, e.g., program of instruction, trip reports, mid and end-of-tour reports, messages, and country clearance requests. DAMO-SSF attempts to ensure all ICT sites are provided word processing/computer capabilities to limit staff administrative requirements.

d. The USDAO or SAO provides necessary administrative support for the FAO trainee, e.g., office space (if available) and processing of FAO-related messages, country clearance requests, notification of personnel gain/loss, TLA, TDY, leave, and DODDS applications.

e. DIA and DSAA administrative funds are not available for direct contribution to the support of the trainee. Support provided must not collectively constitute a majority of the time of any one staff member.

f. The USDAO or SAO provides supervision and mentorship to the FAO trainee. Normally, supervisors will be Army officers, e.g., Assistant Army Attaché and Army Attaché or Army Section Chief and Chief, Security Assistance Office.

g. FAO supervisors:

- (1) assist, guide and mentor FAO trainee.
- (2) assist in obtaining comprehensive country team briefings/orientations in the host and regional nations.
- (3) do not use trainee for purposes other than training--the trainee is not an accredited member of the Diplomatic Mission and cannot be used as an assistant attaché or security assistance officer.
- (4) coordinate individual training programs with the trainee, the host-nation, the appropriate regional coordinator, and the FAO Proponent Office (HQDA, DAMO-SSF).
- (5) coordinate with DAMO-SSF and appropriate regional coordinator on all other matters pertaining to the FAO ICT Program or trainee.
- (6) serve as rater and senior rater for the trainee IAW AR 623-105.
- (7) ensure a viable sponsor program is in effect for officers designated to conduct ICT at their location. Post Report, local FAO ICT SOP, and other information which enables the FAO family to prepare for ICT should be forwarded.
- (8) review, critique, and forward trainee reports, e.g., individual POI, trip reports, mid- and end-of-tour reports, and local SOP to DAMO-SSF.
- (9) include trainee and family in emergency contingency plans.
- (10) include trainee and family in embassy, USDAO and SAO social functions/activities, as appropriate.
- (11) assist trainee in acquiring adequate housing, medical, and family support.
- (12) review the Foreign Affairs Administrative Support (FAAS) (*Now ICASS*) Agreement for the local FAO ICT Program.

h. DAMO-SSF:

- (1) provides ARSTAF point of contact for the FAO Program.
- (2) provides funding for ICT-related in-country and regional travel.
- (3) provides funding for office supplies and equipment, and FAO library.
- (4) provides funding for operation and maintenance of FAO vehicles, where authorized.

(5) provides funding for government leased housing, utilities, furniture, maintenance, and security, as required. Use of Overseas Housing Allowance (OHA) to rent quarters on the local economy is the preferred housing method, contingent upon local conditions.

(6) provides funding for FAAS (*Now ICASS*) costs, through Department of State.

(7) coordinates with the U.S. Army Engineering, Housing Support Center (CEHSC-HM), Ft. Belvoir, VA for obtaining Congressional approval of high-cost government leases, as required.

(8) coordinates with the Deputy Assistant Secretary of Army for Finance and Accounting, U.S. Army Finance and Accounting Center (SAFM-FAB0D), Indianapolis, IN for payment of costs associated with officers attending a School of Other Nations (SON) Program, e.g., tuition, tutoring, textbooks, supplies, and school-related travel.

(9) coordinates with the U.S. Army Field Support Center (USAFSC), Ft. Meade, MD for FAO vehicle procurement and disposal, as required.

6. Implementation and Termination. This memorandum of agreement shall becoming binding and enter into force upon signature of all parties. It will be reviewed annually for accuracy. Any necessary changes will be made in writing by mutual agreement. Termination of the agreement may be made at any time when any party provides 90 days minimum written notice to the other parties.

CONCLUDED AND SIGNED IN THREE  
ORIGINALS FOR THE DEFENSE  
SECURITY ASSISTANCE AGENCY:

Original Signed

---

TEDDY G. ALLEN  
Lieutenant General, USA  
Director, Defense Security  
Assistance Agency

---

10 December 1990

(date)

CONCLUDED AND SIGNED IN  
ORIGINALS FOR THE DEFENSE  
INTELLIGENCE AGENCY:

Original Signed

---

HARRY E. SOYSTER  
Lieutenant General, USA  
Director, Defense  
Intelligence Agency

---

18 January 1991

(date)

CONCLUDED AND SIGNED IN THREE  
ORIGINALS FOR THE DEPARTMENT  
OF THE ARMY:

Original Signed

---

DENNIS J. REIMER  
Lieutenant General, GS  
Deputy Chief of Staff  
for Operations and Plans

---

20 November 1990

(date)

## **CHAPTER 13**

### **UCMJ and FORCE PROTECTION**

Two specific areas we frequently receive questions about are: who has UCMJ authority over a FAO ICT trainee; and, who is responsible for the trainee's force protection. The short answers are the Commander, Military District of Washington and the Secretary of State, through the Ambassador, respectively. More specifically:

**UCMJ Authority.** HQDA General Order No. 16, dated 9 Sep 77, gives the Commanding General, U.S. Army Military District of Washington, UCMJ jurisdiction over all "Department of the Army Attaché personnel assigned to the U.S. Army Element, Defense Attaché System, and Department of the Army personnel attached to Defense Attaché offices for administrative support and services." This includes our FAO ICT trainees. The Commander, MDW's jurisdiction is for "all matters pertaining to the administration of military justice, including general court-martial jurisdiction."

The Commander, MDW may delegate this authority upon request. If the need arises, and you wish to request delegation of UCMJ authority, please contact the appropriate regional manager in DAMO-SSF for details on formatting the request.

**Physical Security and Force Protection.** The governing references for this area are the Foreign Service Act of 1980 and the 1986 Diplomatic Security Act. These acts give the Secretary of State and the local Ambassador responsibility for physical security and force protection for all U.S. government personnel and their accompanying dependents. Specifically:

The Foreign Service Act of 1980, section 207, states the Chief of Mission "shall have full responsibility for the direction, coordination and supervision of all Government Executive Branch employees in that country (except for employees under the command of a United States area military commander)."

The 1986 Diplomatic Security Act, section 103, states the Secretary of State "shall develop and implement (in consultation with the heads of other Federal agencies having personnel or missions abroad ...) policies and programs, including funding levels and standards, to provide for the security of United States Government operations of a diplomatic nature ... Such policies and programs shall include - protection of all United States Government personnel on official duty abroad (other than those personnel under the command of United States area military commander) and their accompanying dependents."

For most ICT FAOs, this means the Ambassador (through members of his staff like the Regional Security Officer) is responsible for force protection. In all cases, DAMO-SSF coordinates with the responsible agencies to ensure appropriate levels of oversight exist. For those sites where the ICT trainee is not formally part of the embassy's housing pool, the required oversight and modifying of quarters can be contracted through ICASS.

Please ensure that your FAO and all visiting FAOs are always aware of the current force protection posture.



## CHAPTER 14

### FAO PROPONENT and PERSCOM ASSIGNMENT OFFICE CONTACTS

<b>FAO PROPONENT DIVISION</b> The FAO Proponent Division, DCS, G3 ATTN: DAMO-SSF, Rm. 2D337 400 Army Pentagon Washington, DC 20310-0400 Fax: (703) 693-2298/DSN 223-2298 HQDA WASHINGTON DC//DAMO-SSF//	<b>FAO COORDINATOR- DLI</b> Defense Language Institute, ATTN: ATFL-FAO Presidio of Monterey, CA 93944 Fax: (831) 242-5414/DSN 878-5414	<b>FAO ASSIGNMENTS TEAM</b> U.S. Army Personnel Command (PERSCOM) ATTN: TAPC-OPB-A (FAO Management) 200 Stovall Street Alexandria, VA 22332-0411 FAX: 703-325-0783/DSN 221-0783
<b>COL Mark Volk</b> Chief, Strategic Leadership Division (703) 692-7371/DSN 222-7371 mark.volk@hqda.army.mil	<b>LTC James Cobb</b> (831) 242-5110/5436; DSN: 878-5110 cobbjl@pom-emh1.army.mil	<b>LTC Jorge Silveira</b> Chief, FAO Assignments Branch (703) 325-3153 DSN 221-3153 Jorge.silveira@hoffman.army.mil
<b>LTC Vasilios.Fotopoulos</b> Regional Program Manager 48D, F, H, I (703) 614-3026/DSN 224-3026 vasilios.fotopoulos@hqda.army.mil		<b>MAJ Torre Worley</b> Assignments Officer 48B, F, J (703) 325-2755/DSN 221-2755 worleyw@hoffman.army.mil
<b>LTC Chris Brown</b> Regional Program Manager 48G, J (703) 614-3027/DSN 224-3027 chris.brown@hqda.army.mil		<b>MAJ Greg Wright</b> Assignments Officer 48C, E (703) 325-3134/DSN 221-3134 wrightg@hoffman.army.mil
<b>LTC Grady Reese</b> Regional Program Manager 48B (703) 692-6913/DSN 222-6913 grady.reese@hqda.army.mil		<b>MAJ Clayton Holt</b> Assignments Officer 48D, G, H, I (703) 325-3132/DSN 221-3132 clayton.holt@hoffman.army.mil
<b>MAJ (P) Mike Brewer</b> Regional Program Manager 48C, E (703) 693-2198/DSN 223-2198 Michael.brewer@hqda.army.mil		<b>Mrs. Aundra Brown</b> Accessions/Training 48D, E, G, J (703) 325-3121/DSN 221-3121 brown00@hoffman.army.mil
<b>Ms. Patricia A. Jones</b> Budget Analyst/Resource Manager (703) 614-2905/DSN 224-2905 patricia.jones2@hqda.army.mil		<b>Mrs. Frances Ware</b> Accessions/Training 48B, C, F, H, I (703) 325-3135/DSN 221-3135 waref@hoffman.army.mil
<b>Ms. Sabrina Clark</b> FAO Property Book Manager (703) 692-9848/DSN 222-9848 sabrina.clark@hqda.army.mil		

## CHAPTER 15

### U.S. ARMY FIELD SUPPORT CENTER

1. FAOs receive finance and personnel service support from The U.S. Army Field Support Center (FSC), Hanover, MD, during ICT. The FSC's capabilities include:

a. Finance actions, including travel settlements, advances, pay inquires, processing adjustments/changes to entitlements, LES distribution, and Civilian Clothing Allowances.

b. Personnel actions to include processing of OERs and awards (filing only), updating official military records, and remote site language proficiency testing.

2. The FSC does not process:

a. Permissive Jump Status. See Chapter 15, Frequently Asked Questions.

b. Frocking. See Chapter 15, Frequently Asked Questions.

3. Arrival actions.

a. FAOs must send the FSC an arrival message (example on page 36 ) within 24 hours of arrival on station. Normally, the DATT or sponsoring agency will do this. Since BAQ, OHA, and COLA are tied to this message, it is vital to ensuring the FAO's entitlements are correctly adjusted after his or her PCS.

b. Within 45 days of arrival in country, where appropriate, FAOs must send the following to USAFSC:

(1) Request to stop BAQ (DA Form 5960).

(2) Request to start OHA (DD Form 2367 and a copy of your lease).

(3) Request to start COLA (DA Form 4187).

c. Travel settlement. FAOs complete the DD Form 1351-2 (Travel Voucher) and forward to USAFSC, FA&O. If TLA/E is requested, the FAO completes this request and forwards at the same time. Upon reimbursement/settlement, FAOs must forward a final settlement voucher to FA&O.

d. Civilian Clothing Allowances (CCA): Governed by AR 700-84 (Issue and Sale of Personal Clothing). The duties and or/security requirements oblige many ICT FAOs to wear civilian business attire. These officers are eligible for CCA, however, that determination is made by the immediate chain of command (ie, SAO or DAO, etc.) IAW the conditions in AR 700-84. Essentially, an officer's duties must require he/she wear civilian attire **at least 50%** of the duty day. If appropriate, the FAO will complete a request for CCA and forward through his/her chain of command with a copy of assignment orders through the US Army Field Support Center

(ATTN: IASV-P), Fort Meade, MD, to USAINSCOM (IAPE-MP-P), Fort Belvoir, VA, for verification and approval. AR 700-84 contains all the instructions for how to do this.

4. LES distribution. Most sites receive theirs by DAWN or HOCNET account.

5. Awards. Normally, FAOs on ICT do not receive achievement and/or PCS awards. However, this is possible for FAOs performing collateral duties (exercise officer, AO for bi-lateral conference, etc.) for their sponsoring agency (DAO, SAO, etc.). In this case, the sponsoring agency has sole responsibility for processing this award; that agency's chain of command will approve the DD Form 638 (Recommendation for Award) and forward, when completed, to the FSC.

6. Foreign Language Proficiency Pay (FLPP). The Attaché Management Division, USAFSC can send testing materials to an appointed test proctor on site. That individual will be authorized to administer the DLPT at your location. Upon completion, the proctor sends the results directly to USAFSC for processing.

7. Official Credit Cards. The FSC does not support government credit cards for official travel. All travel must be paid either with personal credit cards or by using a cash advance. Due to the risks involved with carrying large amounts of cash while traveling, FAOs should use traveler's checks or, if possible, credit cards.

8. For all other FAO issues, see the USAFSC Finance and Accounting Office Guide, dated 1 Sep 98. All ICT sites should have this on hand. If not, contact the FAO Proponent office.

9. Points of Contact: see page 36.

## ARRIVAL NOTIFICATION

1. NAME: \_\_\_\_\_
2. SSN: \_\_\_\_\_
3. GRADE \_\_\_\_\_
4. DATE DEPARTED LAST DUTY STATION: \_\_\_\_\_ TIME \_\_\_\_\_
5. DATE DEPARTED / ARRIVED CONUS: \_\_\_\_\_
6. DATE ARRIVED NEW DUTY STATION: \_\_\_\_\_ TIME \_\_\_\_\_
7. ACCOMPANIED STATUS (NUMBER OF DEPENDENTS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. QUARTERS STATUS:

DATE ENTERED TLA STATUS: \_\_\_\_\_

DATE SIGNED FOR FAMILY GOV QUARTERS: \_\_\_\_\_

DATE MOVED INTO PRIVATE QUARTERS: \_\_\_\_\_

9. 

DATE AUTHORIZED FDP, RNA, AND / OR COLA ENTITLEMENT	DATE AUTHORIZED
_____	_____
_____	_____
_____	_____
_____	_____

10. NOTE: IF STARTING ANY ENTITLEMENT THE ORIGINAL PAPERWORK (DA4187 FOR RNA, DA 5960 FOR BAQ, DD2367 FOR OHA, ETC) MUST BE RECEIVED IN THE FINANCE OFFICE WITHIN 45 DAYS.

## US ARMY FIELD SUPPORT CENTER

Contact List For Attaché, Foreign Area, & Personnel Exchange Program Soldiers

COMM: (301) 677-2134 or (410) 712-0137/DSN: 622-2134

Staff Duty: COMM: (410) 850-0043

(Extensions are listed below)

### HEADQUARTERS

AFSC CDR	LTC MERRITT, Craig	x8321	<a href="mailto:merrittc@meade-emh2.ftmeade.army.mil">merrittc@meade-emh2.ftmeade.army.mil</a>
XO	MAJ TELFARE, Vince X	x2641	<a href="mailto:telfarev@meade-emh2.ftmeade.army.mil">telfarev@meade-emh2.ftmeade.army.mil</a>
HHC CDR	CPT PALMER, Jason S	x4221	<a href="mailto:palmerj@meade-emh2.ftmeade.army.mil">palmerj@meade-emh2.ftmeade.army.mil</a>
HHC 1SG	1SG MASON, Marcus	x4222	<a href="mailto:AFSC1SG@meade-emh2.ftmeade.army.mil">AFSC1SG@meade-emh2.ftmeade.army.mil</a>
ADMIN NCO	SSG READMOND, David	x4220	<a href="mailto:AFSCCO@meade-emh2.ftmeade.army.mil">AFSCCO@meade-emh2.ftmeade.army.mil</a>
TRNG NCO	SSG McDERMID I	x4223	

UNCLASS FAX: (301) 621-2138

(REGULAR MAIL ADDRESS)  
COMMANDER, USAFSC  
ATTN: IAFS-CO  
FT MEADE, MD 20755-5904

(EXPRESS MAIL ADDRESS)  
COMMANDER, USAFSC  
ATTN: HEADQUARTERS COMPANY  
7321 PARKWAY DRIVE, SOUTH  
HANOVER, MD 21076

### FINANCE

RMO	LTC JOHNSON, Mark	x3261
FINANCE OFFICER	CPT JENNINGS, Paige	x3262
QUAL ASSURANCE	SFC KRILL, Vernon	x6451
QUAL ASSURANCE	SSG MORRISON, Lisa	x6451
OPERATIONS NCO	SFC BRUCE, Charlene	x7667
TRAVEL NCOIC	SSG WEAVER, Timothy	x8851
TRAVEL NCO	SSG BOWMAN, Daniel	x8853
MIL PAY NCOIC	SSG JARROSA, Damaris	x6450
DISBURSING NCOIC	SFC COSBY, Chris	x3470

UNCLASS FAX: (410) 712-4592/0489

CLASS FAX: DSN: 622-2134 x7366

MESSAGE ADDRESS: CDRJFSC FT MEADE MD/JFSC-1//  
EMAIL: MILPAY/TRAVEL: [jfscfao@meade-emh2.ftmeade.army.mil](mailto:jfscfao@meade-emh2.ftmeade.army.mil)

(REGULAR MAIL ADDRESS)	(EXPRESS MAIL ADDRESS)
COMMANDER	JFSC
ATTN: JFSC-1	ATTN: F & A OFFICE
375 CHAMBERLIN AVENUE, SUITE 5904	7321 PARKWAY DRIVE, SOUTH
FT MEADE, MD 20755-5904	HANOVER, MD 21076

### ATTACHE PERSONNEL SERVICE CENTER

CHIEF MPD	CW5 STEFFY, David	x7721	<a href="mailto:steffyd@meade-emh2.ftmeade.army.mil">steffyd@meade-emh2.ftmeade.army.mil</a>
DEPUTY MPD	MR POPEJOY, Michael	x7719	<a href="mailto:popejoym@meade-emh2.ftmeade.army.mil">popejoym@meade-emh2.ftmeade.army.mil</a>
NCOIC	SFC LEWIS, Michelle	x7717	<a href="mailto:robinsme@meade-emh2.ftmeade.army.mil">robinsme@meade-emh2.ftmeade.army.mil</a>
RECORD MGR	SFC POUNCY, Dewaine	x7716	<a href="mailto:pouncydw@meade-emh2.ftmeade.army.mil">pouncydw@meade-emh2.ftmeade.army.mil</a>
REASSIGNMENTS	MRS REITZIG, A	x7715	<a href="mailto:atchadm@meade-emh2.ftmeade.army.mil">atchadm@meade-emh2.ftmeade.army.mil</a>
EVALS/PROM BDS	MS BROWN, Travisha	x7714	<a href="mailto:brownt@meade-emh2.ftmeade.army.mil">brownt@meade-emh2.ftmeade.army.mil</a>
FLPP/LV CONTROL	MRS MONK, Tanya	x7723	<a href="mailto:pscafsc@meade-emh2.ftmeade.army.mil">pscafsc@meade-emh2.ftmeade.army.mil</a>
RETIREMENT	MS HUTCHINSON, K.	x7740	<a href="mailto:pscafsc@meade-emh2.ftmeade.army.mil">pscafsc@meade-emh2.ftmeade.army.mil</a>
FAO/SON/PEP SPT	SFC POUNCY, Dewaine	x7716	<a href="mailto:pouncydw@meade-emh2.ftmeade.army.mil">pouncydw@meade-emh2.ftmeade.army.mil</a>
CCA	SGT BLADES, David	x7742	<a href="mailto:ccaafsc@meade-emh2.ftmeade.army.mil">ccaafsc@meade-emh2.ftmeade.army.mil</a>

24 HR UNCLASS FAX: (410) 712-4759

(REGULAR MAIL ADDRESS)  
COMMANDER, USAFSC  
ATTN: IAFS-P-P  
Ft MEADE, MD 20755

(EXPRESS MAIL ADDRESS)  
COMMANDER, USAFSC  
ATTN: ATTACHE PSC  
7321 PARKWAY DRIVE, SOUTH  
HANOVER, MD 21076

*pouncydw2001@yahoo.com*

### ATTACHE MANAGEMENT DIVISION

CHIEF AMD	CW2 COLVIN, Michael	x2631	<a href="mailto:colvinm@meade-emh2.ftmeade.army.mil">colvinm@meade-emh2.ftmeade.army.mil</a>
ENLIST MGR	SFC WILLIAMS, Jeff	x2633	<a href="mailto:jeff.williams@us.army.mil">jeff.williams@us.army.mil</a>
MGT NCO	SSG WINFORD, Hope	x2645	<a href="mailto:winfordh@meade-emh2.ftmeade.army.mil">winfordh@meade-emh2.ftmeade.army.mil</a>
SCTY/TCO	MR STRINGFELLOW, D	x2632	<a href="mailto:stringfd@meade-emh2.ftmeade.army.mil">stringfd@meade-emh2.ftmeade.army.mil</a>
OFF MGT/FEMLMRS	GRAF, Reba	x2630	<a href="mailto:graf@meade-emh2.ftmeade.army.mil">graf@meade-emh2.ftmeade.army.mil</a>

UNCLASS FAX: (301) 677-5352/DSN: 622-5352

MESSAGE ADDRESS: CDRUSAFSC FT MEADE MD/IAFS-P-A//

(REGULAR MAIL ADDRESS)	(EXPRESS MAIL ADDRESS)
COMMANDER, USAFSC	COMMANDER, USAFSC
ATTN: IAFS-P-A	ATTN: ATTACHE MGT DIVISION
FT MEADE, MD 20755-5904	7321 PARKWAY DRIVE, SOUTH
	HANOVER, MD 21076

This roster dated 020711

## **CHAPTER 16**

### **FREQUENTLY ASKED QUESTIONS**

**1. Why can't I transfer funds between programs (P32 and P19)?** The funds are entirely different Congressional budget appropriations. Shifting funds from one to the other is illegal.

**2. How can I get funding for language training in country?** The Army does not routinely fund formal language training in country. ICT is language training. The Army derives little benefit from training ICT FAOs in dialects and local languages and will not approve such requests. FAOs are regional experts and as such must focus on developing language abilities that have broadest applicability. The chances a FAO can acquire real proficiency in a third language, can maintain proficiency, and later be utilized in an assignment where the Army can benefit from such expertise is doubtful. For special cases, such as where we have French linguists in ICT in Anglophone countries, we've made exceptions and funded tutoring.

**3. Why can't I get a new FAO vehicle?** Because demand for vehicles far outstrips our resources, we do not have the ability to purchase vehicles. As with P19 funds, we are a line in someone else's budget, in this instance, TACOM. With an average allocation of 2-4 vehicles a year, we can only fill the most urgent requirements. Allocation priority goes to the oldest vehicles with the most mileage.

**4. Can I use the FAO vehicle for "official business" that is not regional travel?** If the FAO is not on FAO-funded TDY, he or she should probably not be using the FAO vehicle. AR 58-1 (Management, Acquisition, and Use of Administrative Use Motor Vehicles) establishes Army-wide policy. Using a FAO vehicle for commuting to and from a school location, even if it is not from the FAO residence, does not meet the intent of the FAO Vehicle Program. Also, FAO vehicles should not be used to conduct DAO or SAO business. Bottom line: the FAO vehicle is an Army asset intended to support ICT regional travel.

**5. What are the rules governing Civilian Clothing Allowances (CCA)? How do I apply?** AR 700-84 (Issue and Sale of Personal Clothing) establishes the criteria and tells you how to apply. Many FAOs are authorized CCA. Determination will be made by the immediate chain of command (ie, SAO or DAO, etc.) once the FAOs arrive in country, IAW the circumstances in AR 700-84. If appropriate, the FAO will complete a request for CCA and forward through his/her chain of command to the US Army Field Support Center (ATTN: IASV-P), Fort Meade, MD, for verification and approval. A copy of the FAO's orders must accompany the form.

**6. How do I apply for Permissive Jump Status (PJS)?** Msg, HQDA, DAPE-MPE-DR, 221646Z Aug 95, establishes DA policy on PJS. Any FAO wishing to conduct airborne training while on ICT must be on valid PJS. A FAO must meet minimum requirements of 3 cumulative years of parachute duty in an airborne position, an ASI of either "5P" or "5S", and must undergo airborne refresher training within six months prior to the date of permissive parachute jump. Other conditions apply. FAOs meeting all requirements will forward a memorandum through their immediate chain of command to the FAO Proponent for approval by the Deputy Director, DAMO-SS.

**7. Who is entitled to frocking? How is it done?** AR 600-8-29 (Officer Promotions) establishes DA policy for frocking. FAOs are normally frocked from CPT (P) to MAJ when their ICT involves attendance to a CSC-type course and the chain of command has determined that this is required. The FAO's immediate chain of command will forward a request to the FAO Proponent IAW AR 600-8-29.

**8. Are ICT FAOs authorized representational funds?** No. ICT FAOs are not authorized to conduct official representational activities.

**9. Who has UCMJ authority over FAOs?** See Chapter 12.

**10. Who has force protection responsibility for FAOs in ICT?** See Chapter 12.

**11. Are FAOs authorized FLPP during their ICT?** Yes, FAOs are authorized FLPP pay as soon as they graduate from DLI. The servicing PAC (the Field Support Center for most ICT FAOs) can assist in starting FLPP pay. FAOs must retake the DLPT annually.

**12. Does ICT count as an overseas tour?** Yes, ICT counts as an overseas tour as long as the tour is greater than 12 months in length. AR614-30 (AUG 2001)